

Standard Department Narrative Form

Department Name: **Town Accountant**

Department Number 135

Purpose of Department/Mission

To accurately record all financial transactions and ensure that expenditures comply with legal requirements.

Department Staffing

- One full-time Town Accountant

Mandated Services

Rather than listing statutes, the Town Accountant does the following:

1. Pays bills - Departments submit their bills for payment. The Accountant reviews, approves, and processes the bills for payment. A warrant is created which must be approved by the Selectmen before the Treasurer can issue the checks.
2. Payroll - Departments submit their payrolls for payment. The Accountant reviews, approves, and processes the payrolls for payment. A warrant is created which must be approved by the Selectmen before the Treasurer can issue payments.
3. Reports – The accounting and payroll systems are used to generate a multitude of reports for a variety of purposes.
4. Maintains the accounting records. This includes bills, payroll, cash receipts, commitments, abatements, etcetera.
5. Maintains fixed asset records.
6. Assists the Town Administrator and Finance Committee in creating the annual town budget.
7. At the close of every fiscal year, submits the Town's Balance Sheets and additional information so that Free Cash can be certified.
8. Fields general questions from other departments regarding a wide variety of topics.

Revenues Generated

None